

ESG/HED: 03-86  
1 August 1986

MEMORANDUM FOR THE RECORD

SUBJECT: Automated FBIS System Staffing

1. This memorandum documents the key decisions resulting from an Automated FBIS System (AFS) Staffing Briefing to Senior FBIS management on 11 July 1986.

2. Attendees were:

D/FBIS  
C/E&PS  
C/Prod  
C/Ops  
C/AG  
C/ESG  
C/ADD  
DC/ADD  
C/HED  
C/HED/SB

A copy of the briefing charts is attached.

3. The objectives of the briefing were to: obtain FBIS approval of the AFS Staffing plan, identify sources of personnel, develop the schedule for bringing new people on board and bring on board the Manager, AFS as soon as possible. The objectives as stated were approved and the following decisions were made.

A. Organization

A new organization consisting of  people will be formed by June 1987 to operate the AFS Unclassified System. An additional  people are anticipated once the AFS Classified System becomes operational in 1988. This organization will be a part of the Headquarters Engineering Division (HED). It was later decided by D/FBIS and C/ESG that this organization would be a Branch within HED. The Branch name is the Automated FBIS System Branch (AFSB).

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B. ATEX/Xyvision

STAT FBIS will allocate ☐ slots to be filled by OL/P&PD people on rotation to perform the ATEX/Xyvision system administration and composition function. These people will remain in the OL/P&PD career service but be directly responsible to the AFS Branch manager and occupy FBIS positions. A Memorandum of Agreement (MOA) for D/FBIS and D/OL signature is required. The MOA will include intermediate milestones reflecting a personnel buildup between September 1986 and March 1987; C/HED has the action.

C. Digital Equipment Corporation System

STAT FBIS will "contract-out" for ☐ positions to provide around-the-clock system administration and operation of the Digital Equipment Corporation (DEC) System. There will be one Supervisor, ☐ System Administrators, one Technician and ☐ Operators. The requirement is to meet the need for DEC System's personnel prior to Headquarters Unclassified IOC on 15 June 1987. C/ADD has the action to increase the O&M portion of the AFS contract to cover the 12 DEC System positions.

D. AFS Management

STAT FBIS/ESG will provide one GS-14 position for the AFS Branch manager. This person will be brought on board as soon as possible to begin building the Branch. ESG will also provide one GS-13 System Software/Senior System Administrator position to be filled by OIT on a rotational assignment. This OIT person will also serve as the Deputy AFS Branch Manager. Recruitment discussions will begin immediately with OIT; C/HED has the action.

E. Operations Group Communicators

STAT FBIS Operations Group Communicators will continue to operate Midas until Midas transitions to AFS. At that time, five positions/people will be transferred from the communications staff to the AFS Branch for the System Administration/Operation functions. Initial training of the people may take place prior to AFS transition; as agreed upon by Operations and Engineering. The official transfer of the ☐ people will not take place until "suitability" is mutually agreed to by the

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STAT people and engineering. The [ ] positions/people will complement the  
 STAT contract staff and the objective is to phase down the size of the  
 STAT contract staff from its initial level of [ ] personnel. However, an  
 additional [ ] (tbd) people are anticipated in 1988 to operate the AFS  
 Classified System. The requirement for additional people to operate the  
 AFS Classified System will evolve as we gain experience with the  
 unclassified system. C/HED will readdress this requirement one year from  
 now. The scope of the Operations Group Communicators task once AFS  
 becomes operational is being worked by the Operations Group.

4. The AFS Branch organization structure, people, and position  
 sources follow:


	<u>Positions</u>			
<u>Title</u>	<u>Number</u>	<u>People Source</u>	<u>Slot Source</u>	
Chief AFS Branch	1	ESG	ESG	
Senior Sys Admin (Deputy)	1	OIT	ESG	
Atex/Xyvision	[ ]	OL/P&PD	FBIS	
DEC System	[ ]	Contract	NA	
Additional DEC System (Once Midas transitions to AFS)				
Operators	[ ]	Ops Gp	Ops Gp	

STAT In summary, a total of [ ] positions have been approved to manage and  
 STAT operate the Unclassified portion of the AFS Branch within HED.

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The AFS Branch manager will be brought on board as soon as possible and the remaining personnel for the Unclassified System will be phased in between now and June 1987. Additional personnel requirements for the Classified System will be addressed as we gain experience with the Unclassified System.


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Chief, Headquarters Engineering Division  
Engineering Support Group

Attachment

CONCUR:

STAT

  
Director, Foreign Broadcast Information Service

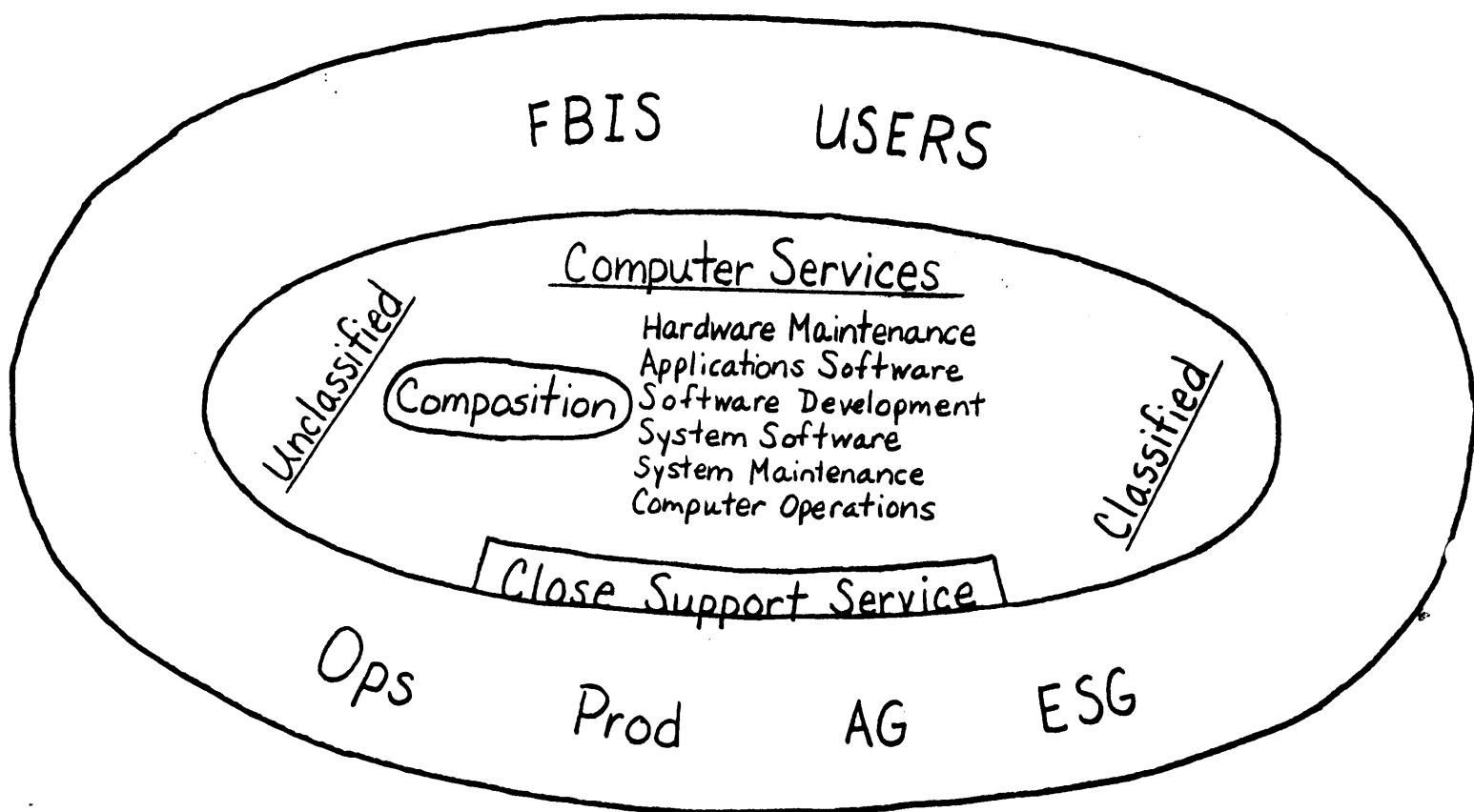
1 Aug 86  
Date

Distribution:

- 1 - D/FBIS (w/att)
- 1 - C/E&PS (w/att)
- 1 - C/Prod (w/att)
- 1 - C/Ops (w/att)
- 1 - C/AG (w/att)
- 1 - C/ESG (w/att)
- 1 - C/ADD (w/att)
- 1 - C/HED (w/att)

# AIS Staffing

## Services of Common Concern



## A F S   S T A F F I N G

### OBJECTIVES

OBTAIN FBIS APPROVAL OF AFS STAFFING PLAN

IDENTIFY SOURCES OF PERSONNEL

DEVELOP SCHEDULE

BRING MANAGER ON BOARD ASAP

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## A F S   S T A F F I N G

JOBS TO BE DONE / WORK FLOW ANALYSIS

ALTERNATIVES

RECOMMENDATIONS

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## A F S   S T A F F I N G

### DATA CENTER LAYOUT

3RD FLOOR

2ND FLOOR

### LIST OF EQUIPMENT

### AFS SCHEDULE

EQUIPMENT DELIVERY

UNCLASSIFIED SEGMENT

CLASSIFIED SEGMENT

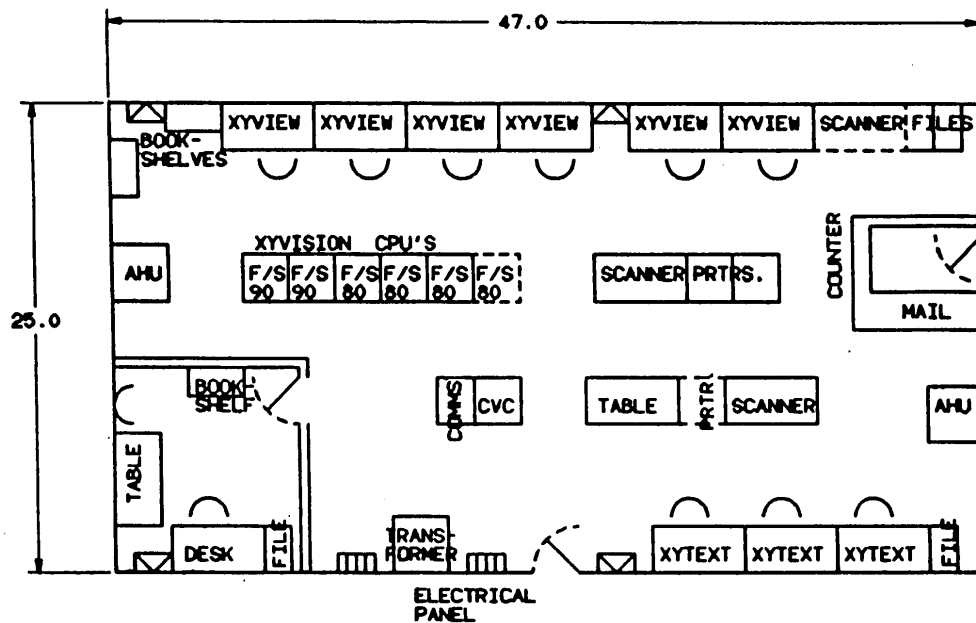


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2nd Floor

AFS COMPOSITION CENTER

ROOMS 243 & 246 AND  
ADJACENT CORRIDOR

STAT

AFS EQUIPMENT

ALL FLOORS (OUTSIDE COMPUTER ROOM)

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## A F S   S T A F F I N G

### A F S   H A R D W A R E   S H I P   S C H E D U L E S

#### U N C L A S S I F I E D   H A R D W A R E   S H I P   S C H E D U L E

3 NOV 86 - 7 NOV 86

#### C L A S S I F I E D   H A R D W A R E   S H I P   S C H E D U L E

22 JAN 88 - 5 FEB 88

A F S   S T A F F I N G

ANALYSIS INPUTS:

L E C

P   &   P D

O I T

G E   /   S E S

F B I S

## A F S   S T A F F I N G

### MAJOR AFS MANAGEMENT AND OPERATIONAL FUNCTIONS

AFS MANAGER

EQUIPMENT OPERATION

EQUIPMENT MAINTENANCE

DATA BASE AND PROFILE ADMINISTRATION

SYSTEM SOFTWARE

APPLICATION SOFTWARE

CUSTOMER CLOSE SUPPORT

PERSONNEL TRAINING AND CERTIFICATION

A F S   S T A F F I N G

POSITIONS TO BE FILLED

AFS MANAGER (COUNTERPART TO AFS COTR)

SHIFT SUPERVISOR

DEC

SYSTEM ADMINISTRATOR

SENIOR OPERATOR

JUNIOR OPERATOR

ATEX / XYVISION

SYSTEM ADMINISTRATOR / COMPOSITOR

SENIOR OPERATOR / COMPOSITOR

JUNIOR OPERATOR / COMPOSITOR

SYSTEM SOFTWARE SUPPORT

TABLE 1

FBIS COMPOSITION  
PRODUCTION WORKLOAD  
DAILY REPORTS

JOB DAY	AVG PGS	TOTAL PAGES	PERCENT GRAPHIC	GRAPHIC PAGES	FUNCTION	NUM PGS	FACTOR	TIME REQD
8	60	480	5	24	Data Input	480	.05	24
					Format & Makeup	480	.50	240
					Revision	120	1.00	120
					Graphic Scan & Ed	24	3.00	72
					Laser Prf	480	.10	48
					Sys Mgt	N/A	N/A	120*
					Supervise	N/A	N/A	120
					TOTAL TIME			744
					MNHR			
					OVERHEAD (1.3)			
					POS REQD			
								EQUIVALENT

\* INCLUDES ATEX



TABLE 2  
JPRS COMPOSITION  
PRODUCTION WORKLOAD

JOB DAY	AVG PGS	TOTAL PAGES	PERCENT GRAPHIC	GRAPHIC PAGES	FUNCTION	NUM PGS	FACTOR	TIME REQD
12	150	1800	15	270	Data Input	1800	.05	90
					Format & Makeup	1800	.50	900
					Revision	450	1.00	450
					Graphic Scan & Ed	270	3.00	810
					Laser Prf	1800	.10	180
					Sys Mgt	N/A	N/A	120*
					Supervise	N/A	N/A	120
					TOTAL TIME			2670
					MNHR REQD			
					OVERHEAD (1.5)			
					POS REQD			
								EQUIVALENT

\* INCLUDES ATEX

## A F S   S T A F F I N G

### A T E X   F U N C T I O N S

#### SYSTEM ADMINISTRATOR

PROCEDURES / PERFORMANCE

SOFTWARE / HARDWARE INTEGRITY

SETS UP APPLICATION PROGRAMS

SYSTEM MAINTENANCE CONTROL

COMPUTER SCHEDULES

ENHANCEMENT RECOMMENDATIONS

TRAINING

PROBLEM SOLVER

VENDOR INTERFACE

## AFS STAFFING

### ATEX OPERATORS

#### SYSTEM INTEGRITY AND MAINTENANCE

SYSTEM UTILITIES / MONITORING  
SYSTEM KILL / RESTART  
SYSTEM ERRORS  
USER ERRORS  
COMMUNICATION LINES  
SYSTEM LOG  
MAINTENANCE PROGRAMS  
RECOVERY ACTIVITY  
REWORK LIST QUEUES  
HOUSEKEEPING PROGRAMS  
DIAGNOSTICS

#### ON LINE DEVICES

DUMP TAPES TO VAX AND XYVISION  
ARCHIVING  
SHAFFSTALL CONVERSION (PROGRAM / LIBRARIES)

#### HARDWARE CONFIGURATION

SWITCH CABLES / TERMINALS / DRIVES

#### GENERAL DUTIES

CLEANLINESS  
MAG TAPE HEADS AND SHAFFSTALL UNITS  
CLEAN LINE PRINTERS  
REPLACE RIBBONS / PAPER

#### EMERGENCY SITUATIONS

REWORK LIST QUEUES  
SYSTEM CONFIGURATION  
CALL IN  
PROCEDURES

AFS STAFFING

ATEX / XYVISION POSITIONS

STAT	SUPERVISOR	<div></div>	
	SYSTEM ADMINISTRATOR		
	OPERATORS (JOURNEYMEN COMPOSITORS)		
	TOTAL		(ALL DO COMPOSITION)

ORGANIZATION

SUPERVISOR (DAY SHIFT)

	<u>DRD</u>		<u>JPRS</u>
DAY SHIFT	<div>JOURNEYMAN</div>	1 SYSTEM ADMINISTRATOR	<div>JOURNEYMEN</div>
2ND SHIFT	NA	1 SYSTEM ADMINISTRATOR	<div>JOURNEYMEN</div>

## AFS STAFFING

### ATEX / XYVISION ALTERNATIVES

1. FBIS AS SOLE OPERATOR / COMPOSITOR
2. CONTRACT OUT ENTIRE OR PARTIAL FUNCTION

\*3. P & PD PERFORM ATEX / XYVISION ADMINISTRATION AND COMPOSITION FUNCTION FOR FBIS

\*RECOMMENDED OPTION. ASSUMES THAT FBIS ALLOCATES 10 SLOTS TO BE FILLED BY P&PD  
BUT PEOPLE ARE DIRECTLY RESPONSIBLE TO THE AFS MANAGER

## A F S   S T A F F I N G

### COMPUTER OPERATOR SUPERVISOR FUNCTIONS

DEVELOP / ENSURE COMPLIANCE WITH OPERATIONAL GUIDELINES

DEVELOP / ENSURE RECOVERY PROCEDURES

MANAGE SHIFT RESOURCES

ESTABLISH / ENSURE SAFETY STANDARDS

FUNCTION AS CAREER MANAGEMENT OFFICER

A F S   S T A F F I N G

SENIOR COMPUTER SYSTEMS OPERATOR

OVERSEA OPERATIONS OF AFS

MONITOR WORKFLOW AND SYSTEM PERFORMANCE

PROBLEM SOLVER FOR SYSTEM AND USER PROBLEMS

DOCUMENT SYSTEM ACTIVITY

TRAIN NEW OPERATORS

ASSIST AND BACKUP SYSTEM TECHNICIAN

A F S   S T A F F I N G

COMPUTER SYSTEM OPERATOR

PERFORM SYSTEM STARTUP / BACKUP

MONITOR SYSTEM STATUS

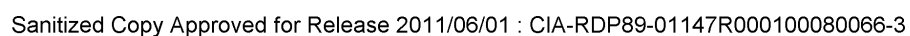
SUPPORT NORMAL SYSTEM OPERATION

RESPOND TO SYSTEM FAILURES

ADJUST JOB PRIORITIES BASED ON WORKLOAD ANALYSIS AND SUPERVISOR DIRECTION



SENIOR AFS SYSTEM ADMINISTRATOR



## A F S   S T A F F I N G

### DEC SYSTEM ALTERNATIVES

FBIS AS SOLE OPERATOR

FBIS CONTRACT OUT OPERATION (LIKE NPIC)

FBIS & CONTRACT

\*FBIS / OIT / LEC

OIT OPERATE FACILITY FOR FBIS

\*RECOMMENDED

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A F S   S T A F F I N G

PEOPLE

<u>FUNCTION</u>	<u>SOURCE</u>	<u>NUMBER</u>
CHIEF AFS	ESG / HED	<div></div>
SENIOR AFS SYSTEM ADMINISTRATOR (DEPUTY)	OIT ROTATIONAL	
ATEX /XYVISION	P&PD	
DEC SYSTEM	CONTRACT FBIS	
TOTAL		<div></div>

SLOTS REQUIRED(MINIMUM FOR UNCLASSIFIED SYSTEM)

SOURCE

- \* ESG
- \*\* FBIS / OTHER

## AFS STAFFING

### RECOMMENDATIONS

AGREE IN PRINCIPAL WITH PROPOSED OR ALTERNATIVE PLAN

IDENTIFY AFS MANAGER NOW; PROCEED WITH RECRUITMENT

DEVELOP TRAINING PLAN BASED ON OPS CONCEPT

START CONTRACT NEGOTIATIONS